

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Subject: Response to Cheque Bounce Notification

Dear [Recipient's Name],

I hope this message finds you well. I am writing in response to the notification regarding the cheque with number [Cheque Number] dated [Cheque Date], which was reported as bounced.

I sincerely apologize for any inconvenience this may have caused. This issue was due to [brief explanation of the cause, e.g., insufficient funds, bank error]. I assure you that this was not intentional, and I am taking immediate steps to resolve this matter.

To rectify the situation, I have [mention any steps you will take, e.g., transferred funds to cover the bounced cheque, issued a new cheque, etc.]. The new cheque will be issued to you by [new cheque date], or you will receive the payment through [alternative payment method] by [date]. Please let me know if there are any additional steps I should take to resolve this issue. Thank you for your understanding and patience in this matter.

Warm regards,

[Your Name]
[Your Title/Position, if applicable]